



GUJARAT TECHNOLOGICAL UNIVERSITY
Programme: Master of Business Administration, 3rd Semester
Branch: Logistic & Supply Chain Management
Subject Name: EXIM Procedures and Documentation
Subject Code: 1539703

1. Learning Outcomes:

Learning Outcome Component	Learning Outcome
Business Environment and Domain Knowledge (BEDK)	<ul style="list-style-type: none"> Evaluate and justify the various documents for processing export and import orders.
Critical thinking, Business Analysis, Problem Solving and Innovative Solutions (CBPI)	<ul style="list-style-type: none"> Develop a critical perspective to examine the EXIM policy framework.
Global Exposure and Cross-Cultural Understanding (GECCU)	<ul style="list-style-type: none"> Developing analytical skills for identifying export opportunities and undertaking export marketing in countries offering export potential for wide ranging products of Indian origin.
Social Responsiveness and Ethics (SRE)	<ul style="list-style-type: none"> Evaluate the legal implications in the area of exports and imports.
Effective Communication (EC)	<ul style="list-style-type: none"> Clarity in understanding the various EXIM documents, and ability to clearly communicate specific details in written and oral communication.
Leadership and Teamwork (LT)	<ul style="list-style-type: none"> Understand how to export strategically as an entrepreneur

LO – PO Mapping: Correlation Levels:

1 = Slight (Low); 2 = Moderate (Medium); 3 = Substantial (High), “-“= no correlation

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9
LO1: Evaluate and justify the various documents for processing export and import orders.	3	3	3	3	3	3	3	3	3
LO2: Develop a critical perspective to examine the EXIM policy framework.	2	2	2	1	2	1	1	3	3
LO3: Developing analytical skills for identifying export opportunities and undertaking export marketing in countries offering export potential for wide ranging products of Indian origin.	3	3	3	2	3	2	2	2	2
LO4: Evaluate the legal implications in the area of exports and imports	1	2	2	2	1	3	2	2	3
LO5: Clarity in understanding the various EXIM documents, and ability to clearly communicate specific details	3	3	3	2	3	1	1	1	3



GUJARAT TECHNOLOGICAL UNIVERSITY
Programme: Master of Business Administration, 3rd Semester
Branch: Logistic & Supply Chain Management
Subject Name: EXIM Procedures and Documentation
Subject Code: 1539703

in written and oral communication.									
LO6: Understand how to export strategically as an entrepreneur	1	1	2	1	3	3	2	3	3

2. **Course Duration:** The course duration is of **40 sessions of 60 minutes each.**

3. **Course Contents:**

Module No:	Contents	No. of Sessions	70 Marks (External Evaluation)
I	<p>Regulatory Framework Governing Exports and Imports:</p> <ul style="list-style-type: none"> • Laws governing India's export-import (general provisions) <ul style="list-style-type: none"> ○ Foreign trade (Development and Regulation) Act, 1992 ○ Foreign trade (Development and Regulation) Amendment Bill, 2010. ○ DGFT ○ The Customs Act ○ GST Act • Export Inspection Council • Overview of Foreign Trade Policy (2015-2020) <ul style="list-style-type: none"> ▪ Legal basis and duration of FTP ▪ Handbook of Procedures ▪ E-IEC ▪ General Provisions ▪ EDI ▪ Bonded Warehouses ▪ Free exports ▪ Objective of MEIS & SEIS ▪ Towns of Export Excellence ▪ Specific Input-Output Norms (SION) 	10	18
II	<p>INCOTERMS Methods of Payment:</p> <ul style="list-style-type: none"> • Open account, consignment, D/A, D/P • Letter of Credit (L/C) <p>International Trade Documents:</p> <ul style="list-style-type: none"> • Aligned Documentation System (ADS) • Proforma Invoice • Commercial Invoice • Packing List • Shipping Bill • Certificate of Origin • Consular Invoice • Certificate of Origin vs. Consular Invoice 	10	18



GUJARAT TECHNOLOGICAL UNIVERSITY
Programme: Master of Business Administration, 3rd Semester
Branch: Logistic & Supply Chain Management
Subject Name: EXIM Procedures and Documentation
Subject Code: 1539703

	<ul style="list-style-type: none"> • Commercial Invoice vs. Consular Invoice • Mate's Receipt • Bill of Lading • Mate's Receipt vs. Bill of Lading • Guaranteed Remittance (GR) Form • Bill of Exchange • Airway Bill • Import Documents <p>Role of Customs House Agent, Freight forwarders and Shipping Agents (in brief).</p>		
III	<p><u>Export Procedure:</u></p> <ul style="list-style-type: none"> • Registration Procedure • Pre-shipment Procedure • Shipment Procedure • Post-shipment Procedure (Realization of Export Proceeds) • Excise Clearance for Exportable Goods / GST provisions <p>Quality Control and Pre-shipment Inspection</p> <ul style="list-style-type: none"> • Objectives of Quality Control and Pre-shipment Inspection • Methods of Quality Control and Pre-shipment Inspection • Procedure for Pre-shipment Inspection • Procedure for Shipping and Customs Clearance <p>Marine Insurance Policy:</p> <ul style="list-style-type: none"> • Procedure for Marine Insurance Policy • Types of Marine Insurance Policies • Procedure for Filing Marine Insurance Claim • Registration-cum-Membership Certificate (RCMC) • Role of Customs House Agents (CHAs) 	10	17
IV	<p><u>Import Procedure:</u></p> <ul style="list-style-type: none"> • Categories of Importers • Import License • Import of Samples • Import Contract • Pre-import Procedure • Legal Dimensions of Import Procedure • Retirement of Import Documents • Customs Clearance for Imported Goods • Warehousing of Imported Goods • Exchange Control Provisions for Imports • Import Risks • Import Duties • Valuation for Customs Duty • Import Incentives under Special Schemes • Import of Personal Baggage • Import of Gifts 	10	17



GUJARAT TECHNOLOGICAL UNIVERSITY
Programme: Master of Business Administration, 3rd Semester
Branch: Logistic & Supply Chain Management
Subject Name: EXIM Procedures and Documentation
Subject Code: 1539703

V	<p>Practical:</p> <ul style="list-style-type: none"> Students can visit exporters and importers and understanding the practical processes and formalities involved. Students can also simulate an export order and create a detailed process involving all documentation and procedural aspects. 	---	(30 marks CEC)
----------	---	-----	-------------------

4. Pedagogy:

- ICT enabled Classroom teaching
- Case study
- Practical / live assignment
- Interactive class room discussions

5. Evaluation:

Students shall be evaluated on the following components:

	Internal Evaluation	(Internal Assessment- 50 Marks)
A	• Continuous Evaluation Component	30 marks
	• Class Presence & Participation	10 marks
	• Quiz	10 marks
B	Mid-Semester examination	(Internal Assessment-30 Marks)
C	End –Semester Examination	(External Assessment-70 Marks)

6. Reference Books:

No.	Author	Name of the Book	Publisher	Year of Publication / Edition
1	Mahajan M. I.	Export Policy, Procedures and Documentation	Snowwhite Publications	2015
2	Paul Justin and Rajiv Aserkar	Export Import Management	Oxford	2013
3	D C Kapoor	Export Management	Vikas	Latest Edition
4	Parul Gupta	Export Import Management	McGraw Hill	2017
5	Dr. Khushpat S. Jain, Dr. Apexa V. Jain	Foreign Trade – Theory, Procedures, Practices and Documentation	Himalaya	Latest Edition
6	Kumar Aseem	Export and Import Management	Excel	Latest Edition
7	Nabhi's board of Editors	How to EXPORT	JBA	2018
8	P.Veera Reddy & P.Mamatha	Manual on EXPORT Documentation	JBA	2018
9	Ankita Pal	Master Key Law of Export Import Regulation	Amar Law	Latest Edition



GUJARAT TECHNOLOGICAL UNIVERSITY
Programme: Master of Business Administration, 3rd Semester
Branch: Logistic & Supply Chain Management
Subject Name: EXIM Procedures and Documentation
Subject Code: 1539703

Note: Wherever the standard books are not available for the topic appropriate print and online resources, journals and books published by different authors may be prescribed.

7. List of Journals / Periodicals / Magazines / Newspapers / Web resources, etc.

1. EXIM India
2. International Journal of Export Marketing
3. Economic Times
4. Exim News
5. Global Trade Review
6. Business Standard